



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 5050.11A

N005

126 SEP 2000

COMNAVREGSW INSTRUCTION 5050.11A

Subj: PROTOCOL PROCEDURES AND RESPONSIBILITIES FOR VISITING
DIGNITARIES TO SAN DIEGO

Ref: (a) CINCPACFLTINST 5440.3H

1. Purpose. Provide guidance on protocol procedures and responsibilities for coordinating visits by United States and foreign dignitaries and distinguished visitors to the San Diego area under the cognizance of the Commander in Chief, U.S. Pacific Fleet.

2. Background

a. Commander in Chief, U.S. Pacific Fleet has designated Commander, Navy Region, Southwest as the protocol representative to coordinate visits by United States and foreign dignitaries and distinguished visitors and their staffs when a visit involves two or more Naval commands/activities within the NRSW region, or when so designated by CINCPACFLT.

b. The impression created by the Navy in San Diego on important visitors is of decisive influence in shaping the opinion of the visitors not only of the Navy in San Diego, but also of the Pacific Fleet and the entire U.S. defense establishment. Many of the distinguished visitors to the area will naturally make comparisons to other commands visited. It is important that we make a strong, positive impression on all senior visitors. Well-planned, effective and successful visits do not happen automatically, they take careful planning and great attention to detail.

c. With the large number of distinguished military and civilian visitors to the San Diego area, the NRSW Protocol Office requires periodic augmentation in order to give each visit the detailed attention required. A procedure is therefore established which allows other members of the Navy community in San Diego to assist and perform various functions for each visit, including coordinating a complete visit.

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d. The following personnel are considered visiting dignitaries for purposes of this instruction:

(1) Congressional or high-ranking civilians of national or international prominence.

(2) Flag and General Officers of the United States and foreign countries, and civilians of comparable rank or prominence, except those arriving solely for courtesy or social calls.

(3) Flag/General Officers or high-ranking civilian visitors, often in groups, representing governmental, educational, industrial or military organizations of such prominence and nature as may require Flag/General Officer attention.

e. Upon request, COMNAVREGSW will provide protocol advice and recommendations to commands working a visit program or ceremony not defined in paragraphs d(1) through (3) above. Examples include civic and professional organizations, foreign students and technical or contractor representatives.

3. Procedures

a. Notification. When information from an executive agent is received requiring NRSW Protocol Office coordination, CNRSW is authorized by CINCPACFLT, as their representative to request commands/activities provide necessary support. Typically, support will be requested on a "fair share" basis from all commands/activities involved in supporting protocol visits. Efforts will be made to match visitors with commands having expertise in the area or areas of interest to the visitor. Support requirements may be in the form of any of the following:

(1) Visit coordination

(2) Provide other visit support as follows:

(a) Escort officers (ideally, O-6/O-5 level escort officers for four-star level visitors and equivalents, O-5/O-4 escort officers for three-star level visitors, etc. Senior officers may be requested as escort officers for exceptionally high level or sensitive visits.)

(b) Driver/luggage handlers

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- (c) Interpreters, as required
 - (d) Public affairs/security support
 - (e) Official entertainment
 - (f) Photographic support
 - (g) Vehicle or other transportation support
- (3) Flag Officer participation:
- (a) Arrival/departure event
 - (b) Host luncheon/dinners
 - (c) Escort (for sponsors or spouses)

b. Request for Protocol Assistance. Depending on the level of the visit, the COMNAVREGSW Protocol Officer will normally plan and assist in escorting visiting dignitaries. In the event that more than one dignitary visit occurs within the same period, COMNAVREGSW, in coordination with SOPA and other commands, as required, may request an area command to coordinate the visit, or provide other duties/support to assist COMNAVREGSW and carry out the duties outlined in this instruction. Assignments will include special requirements for foreign language capability, professional specialty or expertise, rank, and service, etc.

4. Action

a. Local San Diego commands are requested to support COMNAVREGSW and visiting dignitaries in accordance with this instruction. COMNAVREGSW and SOPA will be an addressee on all message traffic regarding distinguished visitors defined herein.

b. Visit information. Commands are to report visitors of two star and above equivalent to SOPA and COMNAVREGSW by phone, or by including SOPA and COMNAVREGSW as information addressees on message traffic, as soon as the visit is confirmed.

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c. Post visit reports will be made in accordance with Article 1208.1K of reference (a).



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